

Current Job Opportunity

Date: January 8, 2014

Closing Date: January 21, 2014

Position Number: 8370

Position Title: Trial Court Law Clerk

Job Location: State Courts System - Second Judicial Circuit Court, Tallahassee, Florida

Annual Minimum Salary: \$43,403.40; \$39,063.00 if awaiting results of Florida Bar or prior to taking Florida Bar Exam.

*The successful candidate will be hired at the minimum salary.

*Our office **DOES NOT** accept electronic applications through People First.

*Applications must be received in the office no later than 5:00 p.m., January 21, 2014.

The essential function of the position within the organization is to assist the judiciary with case management, pending litigation and issues, and/or process criminal and civil appeals. The position is responsible for drafting memoranda, opinions, orders and reports; conducting legal research; reviewing briefs and case files; and advising judges on pending litigation and issues. The position works under general supervision of the Chief Judge or designee.

Education and Training Guidelines:

Juris doctorate degree from an accredited law school.

Competencies:

Data Responsibility:

Synthesizes or integrates analysis of data or information to discover facts or develop knowledge or interpretations; modifies policies, procedures, or methodologies based on findings. Conducts research to discover new methodologies or to find solutions for unresolved problems.

People Responsibility:

Counsels, instructs or trains others through explanation, demonstration, and supervised practice, or by making recommendations on the basis of technical disciplines.

Assets Responsibility:

Requires minimum responsibility for only small quantities of low cost items or supplies where opportunities for achieving economies or preventing loss are negligible.

Mathematical Requirements:

Uses addition, subtraction, multiplication, and division; may compute ratios, rates, and percents.

Communications Requirements:

Reads and interprets advanced professional materials; writes complex reports and papers; speaks to high level professional groups.

Complexity of Work:

Performs work involving the application of principles of logical thinking, scientific, medical, or legal practice to diagnose or define problems, collect data and solve abstract problems with widespread unit or organization impact; requires sustained, intense concentration for accurate results and continuous exposure to unusual pressure.

Impact of Decisions:

Makes decisions with moderate impact, may affect those in organization and general public.

Equipment Usage:

Handles machines, tools, equipment, or work aids involving some latitude for judgment regarding attainment of standard or in selecting appropriate items, such as computers, peripherals, or software programs, such as word processing.

Special Comments:

Position available no earlier than February 10, 2014

*A thorough criminal background check will be conducted on all finalists.

*Florida Bar membership is required within one year of employment, which will require membership to be in good standing with the Florida Bar at that time.

How to Apply:

Submit a current and complete State of Florida application and verification of required education (i.e., copy of college degree or college transcript) to:

Paula Watkins
Office of Court Administration, Room 225
Leon County Courthouse
301 South Monroe Street
Tallahassee, FL 32301
Phone: 850-577-4401
Fax: 850-487-7947

An application must be submitted for the position listing the appropriate class title and position number for which you are applying. Your application must be received by 5:00pm on the closing date.

We are an equal opportunity employer. We do not discriminate on the basis of race, religion, color, sex, age, national origin or disability.

If you need an accommodation to participate in the application/selection process, please call the contact person at the number indicated for each respective position. Persons using a TDD may call the contact person through the Florida Relay Service 1-800-955-8771.